

Date
8/11/19

UNIT-4

MS-POWER POINT

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* MS-POWER POINT

- MS-power point is an application software that allows us to create presentations.
- The presentations may include slides notes, graphics, animations etc.
- It is commonly used in school, colleges business, training, programmes etc.
- In MS-power point by default presentation are saved with (.PPT) extension.

* Steps for preparing /creating presentations -

1. Open the MS-power point window.
2. Go to the file menu at the top of the screen & click new.
3. In 'New presentations' dialog box click on 'form design template'.
4. 'Slide design' select a design template by clicking on the template you like.
5. 'Slide layout' - you may change the slide layout by going to the top of the screen & clicking on "formulate slide layout".
6. "Adding text" Enter your text by clicking & typing in the box titled "click to add text" or click to add title.

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7. 'Adding pictures' you may add pictures by clicking on the box that says "click to add content" inside that box.
8. "Adding Clipart" To add clipart double click on the box that says "double click to add clipart."
9. For saving press ctrl + S.
10. For slide show press F5.

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* Menus of MS powerpoint

- (1) File menu - By using this menu of MS-word power point user can perform various file operations like New, open, close, save, etc.
- (2) Home menu - By using this menu of MS-power point user can copying/moving the text creating the slide, formatting the text & paragraphs etc. in document.
- (3) Insert menu - By using this menu of MS-power point user can insert tables, pictures, shapes, movies, sound etc. in documents.
- (4) Design menu - By using this menu of MS-power point user can set the page layout in the document such as - page size, margins, themes, orientation etc.

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- (5) Animations menu:- By using this menu of MS-powerpoint user can create animations & special effects documents.
- (6) Slide show menu:- By using this menu of MS-powerpoint user can show the slide for presentation to others.
- (7) Review menu:- By using this menu of MS-powerpoint user can check spelling & grammatical errors, protect presentation on etc. in document.
- (8) View menu:- By using this menu of MS-powerpoint user can see the slides in different layouts & at different zoom level.

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* Multimedia Presentation :-

→ It is a combination of text, sound, picture, video, & animation etc.

Uses :-

- (1) Education
- (2) Teaching program
- (3) Business applications
- (4) Industry
- (5) Engineering

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Features of MS Powerpoint :-

Adding & Deleting slides

Inserting shapes & tables.

Adding themes & background colours.

Adding pictures & video.

Adding word art & smart art

Adding animations

Slide transitions.

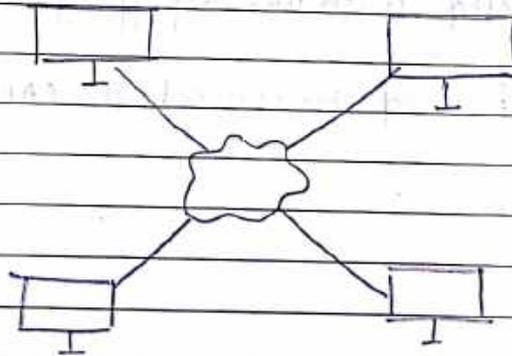
UNIT-5 (Internet)

Page No.:

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* Computer Network

A computer network is a system in which multiple computers are connected to each other to communicate & share information, resources & application.



* Types of Computer Network

- (1) Local Area Network (LAN)
- (2) Metropolitan Area Network (MAN)
- (3) Wide Area Network (WAN)

Local Area Network (LAN)

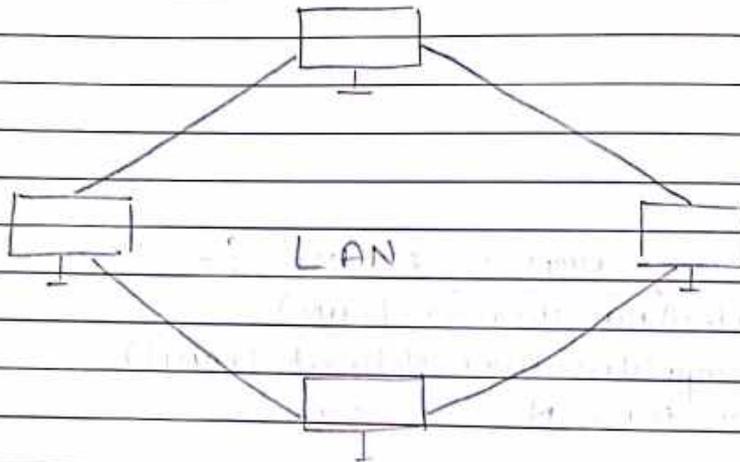
→ It is a group of computers connected to each other in a small area such as building, office, school, colleges, etc.

→ It is used for connecting two, or more personal computers through a communication medium such as twisted pair, coaxial, cable etc.

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(28) Metropolitan Area Network (MAN)

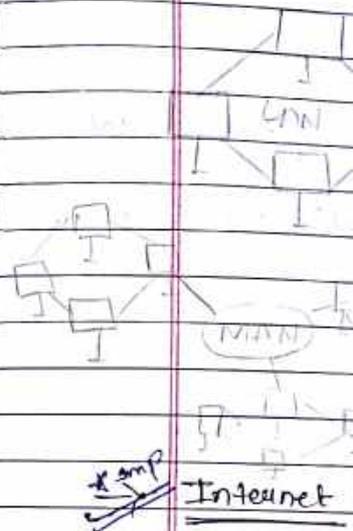
- It is a group of computers that are connected in a large area such as city, campus etc.
- It is connected with the help of optical fibres, copper wire etc.
- A router is used to connect the LAN together.



(39) Wide Area Network (WAN)

- It is a group of computers that are connected in a large area such as states, country, continent etc.
- It is used for connecting two or more LAN through same medium such as telephone.

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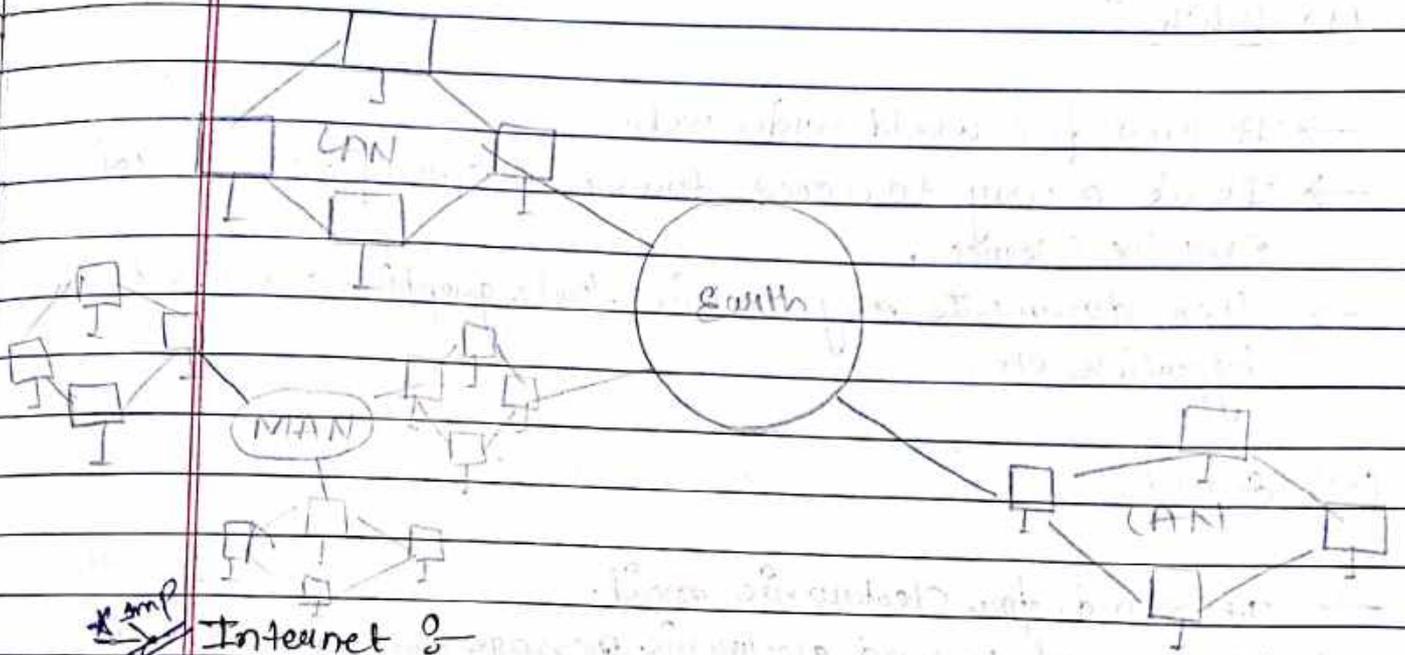


Internet

- Internet computer
- Internet (Transmission share in the origin (Advanced

Services

- (1) www.
- (2) E-mail
- (3) Chat
- (4) Bulletin B
- (5) Video
- (6) FTP.



Internet :-

- Internet is world wide global system of interconnected computer networks.
- Internet uses the standard internet protocol (TCP/IP) (Transmission Control Protocol / Internet Protocol) to share information & resources.
- the origin of Internet from the concept of ARPANET (Advanced Research Project Agency network)

Services of Internet :-

- (1) WWW.
- (2) E-mail
- (3) Chat
- (4) Bulletin Boards
- (5) Video
- (6) FTP.

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(1) WWW :-

→ It stands for world wide web.

→ It is a way to access documents spread over several
over the internet.

→ These documents may contain text, graphics, audio, video,
hyperlinks etc.

(2) E-mail :-

→ It stands for electronic mail.

→ It is used to send electronic message over the internet.

(3) Chat :-

→ It is real time chat b/w individuals & groups of
people.

→ Example :- whatsapp, messenger, google talk etc.

(4) Bulletin boards :-

→ It is also known as Usenet.

→ It is a world wide computer based discussion
system on the internet.

(5) Video Conferencing :-

→ It is a method of communication by two way

video & audio transmission with the help of telecommunication technologies.

→ Example:— google Duo, whatsapp video calling etc.

(6) FTP:—

→ It stands for file transfer protocol.

→ It stands enables the user to transfer a file from one computer to another.

→ Example:— Xender, shareit, etc.

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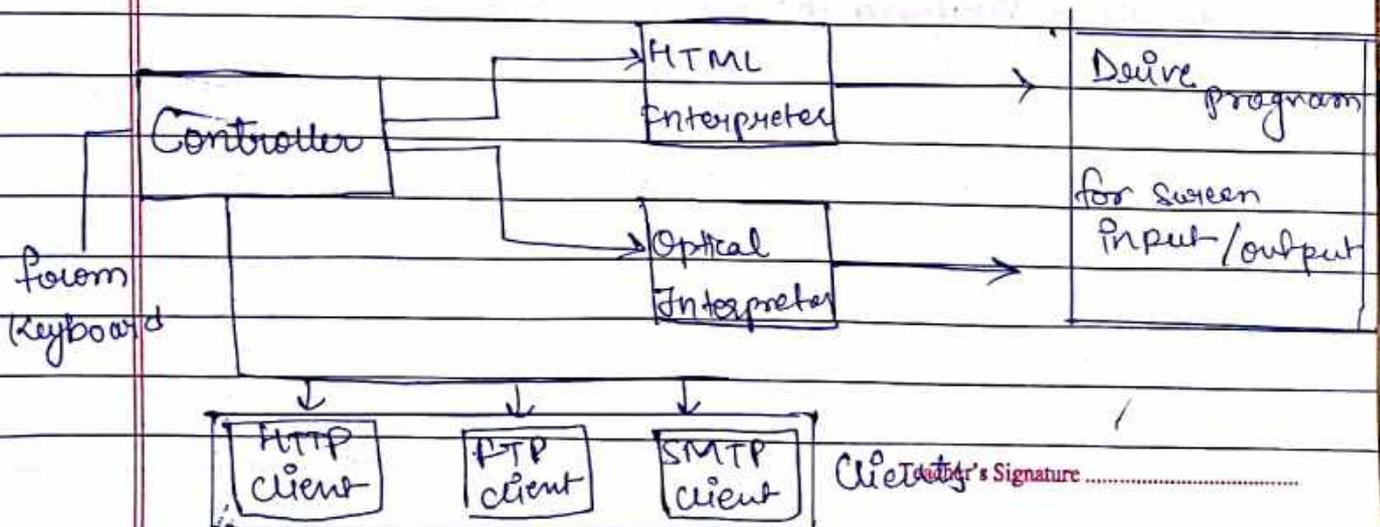
* Web browser or browser:

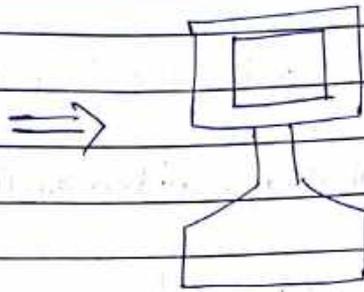
→ It is the software, which is used to access the internet and www.

→ It is used to access & view the web pages of the various websites available on the internet.

Example:— google chrome, Internet Explorer (IE), Mozilla, Firefox, Opera etc.

→ Web browser architecture:





Graphical user
Interface.

fig:- Web browser architecture.

IMP
* (2/3)

Write short note - (1) web browser

(2) FTP

(3) e-mail

(4) search engine

(5) modem.

HTTP - Hyper text transmission protocol.

HTML - Hyper text markup language

SMTP - Simple mail transfer protocol

FTP - File transfer protocol.

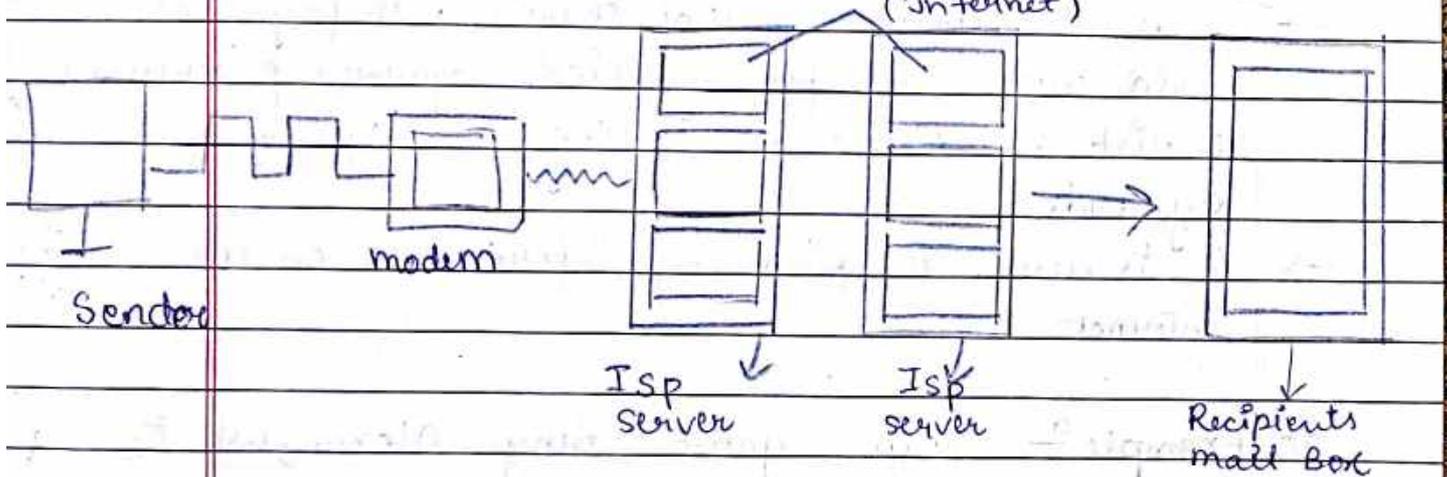
* URL - Uniform Resource locator.

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E-mail :-

- It stands for Electronic mail.
- It is used to send electronic message over the internet.
- The e-mail address is generally in the form of username @ domain name.
- for example - GP Bilaspur @ gmail.com
 where,
 gmail.com → domain name
 Gp Bilaspur → user name
 @ → symbol. (at)

It is separate the user name & domain name.
(Internet)



- E-mail is work on client-server approach.
- Different service provider are used such as gmail, yahoo, Rediff etc.
- SMTP (Simple mail transfer protocol) is used for sending & receiving of an e-mail.

→ FTP

- It stands for file transfer protocol.
- It is used to transfer a file from, one computer to another.
- It is also used to downloading & uploading of a file.
- FTP works on client server approach.
- FTP establishes two different connections i.e. one for data transfer & other for control information.
- FTP uses (port No. 21) for control connection & (Port No. 20) for Data connection.

~~def~~ Search Engine

- It is the software that search web pages of world wide web for specified keywords & returns a list of websites containing the specified keywords.
- It is used to find any information on the internet.

→ Example: Google, yahoo, Bing, Alexa, ask etc.

Search engine Architecture

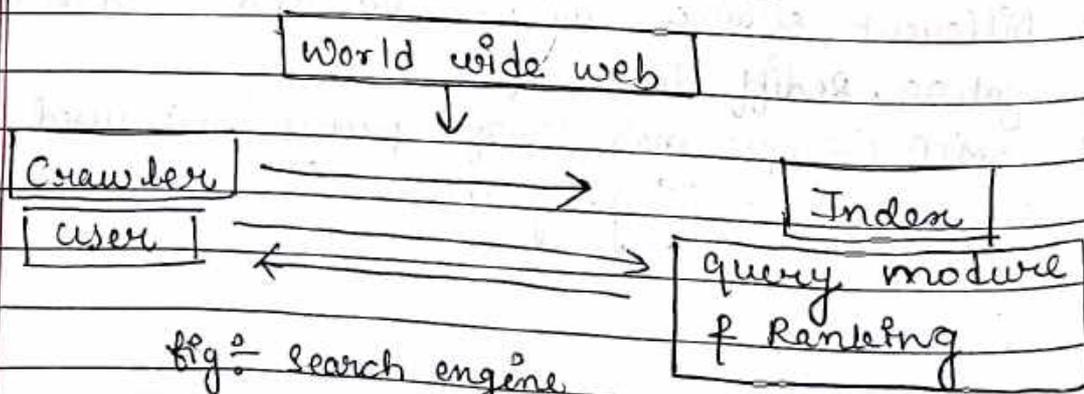


fig: Search engine

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The basic components of search engine are :-

- (1) Web crawler
- (2) Data Base
- (3) Search interface

(1) Web crawler :-

- It is also known as spider or bot.
- It is a software component that traverse the web to other information.

(2) Data base :-

- All the information on web is stored in data base.
- It consists of huge web resources.

(3) Search interface :-

- It is an interface b/w user & database.
- It helps user to search through database.

→ WWW :-

- It stands for world wide web.
- It is way to access documents spread over several servers, over the internet.
- These documents may contain text, graphic, audio, video, hyperlinks etc.
- It uses the concept of hyperlinks, hypermedia, hyper text.
- It works on client-server approach.

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- It uses HTML (Hyper text transfer protocol) to link hypertext documents on the world wide web.
- A web page is document written in (HTML) hyper text markup language.
- In this URI (uniform resource Identified) is used to uniquely identify resources on the web.

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